

Library Director – Job Description

Position Definition

Develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity with the policies established by the Board of Trustees.

Principal Duties

- Plans, implements, and evaluates library services.
- Develops, implements, and evaluates long and short term goals and objectives.
- Develops and administers policies concerning library operations, budgets and programs.
- Handles complaints in accordance with policy.
- Provides supervision and delegates responsibilities to the library staff.
- Recruits library personnel; recommends promotions, transfers, or termination of staff.
- Organizes, trains, assigns, and evaluates personnel.
- Conducts staff meetings.
- Prepares the annual budget and presents it to Library Board.
- Directs and controls the expenditure of fund allocations within constraints of approved budgets.
- Purchases new equipment and furnishings.
- Accepts and acknowledges gifts of money and library materials.
- Pursues additional funds via grants and fundraising.
- Prepares financial and statistical reports to Library Association and State Library.
- Attends Board of Trustee meetings.
- Supervises maintenance of library building, equipment, and furnishings.
- Oversees equipment of furnishings and book collection.
- Oversees the evaluation of the collections for balance and comprehensiveness.
- Cooperates with community groups and city officials to implement library services.
- Maintains open communication with City Council and administration.
- Speaks before local groups.
- Oversees and approves scheduled use of library by outside groups.
- Prepares questionnaires and surveys to evaluate public responses to the library.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature.
- Maintains membership in professional organizations.
- Provides direct services to patrons as needed

Knowledge, Skills, and Abilities Required:

- The skills and knowledge required would generally be acquired with a Master's Degree in Library Science from an accredited college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity.
- Excellent communication skills and organizational skills.
- Ability to administer the activities of a public library and to supervise the work of others.

- Ability to develop short and long term development, plans, and objectives.
- Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Proficiency with computers, popular library software, internet and digital communications.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Ability to maintain composure in stressful work situation.

Education Requirements:

- Master's Degree in Library Science and five years of progressively responsible experience in a public library, including at least three years in a supervisory capacity, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities upon approval of the Board of Trustees.

Working Conditions:

A busy public library whose patrons represent a socially, culturally, and economically diverse community. While some areas are climate-controlled, others are not.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather, they are intended only to describe the general nature of the job.

<http://www.mcarthur.lib.me.us/director.pdf>